

Program Year 2023 Plan Instructions Overview

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Program Year 2023 Plan Instructions

- Local Workforce Development Boards have from **February 2023 through May 5, 2023**, to answer all Plan questions, obtain signatures using DocuSign® or similar software, and upload all policies in WISE to complete the local Plan Instructions.
- Please note the new format!
- Boards should plan accordingly for the public comment period and local WDB approval.
- Extensions should be requested in writing to the DWS assigned Planner.

Program Year 2023 Plan Instructions

- Completed Plans are expected by May 5.
 - Plan submissions ***must*** use the updated PY 2023 forms in the format provided or the forms will be returned to the Workforce Development Boards.
 - Make certain to include the WDB's meeting dates, times, locations, and/or Zoom information.
 - DWS understands local Boards have expiring seats which should be filled within 90 days from June 30, 2023.

Local Area WDB Overview

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Local Area WDB Overview

The Plan Overview section should be maintained and updated all year, as appropriate.

- Information in the Overview section is shared in the DWS database.
- Please send revisions as changes occur to your DWS assigned Planner.
 - This includes updates to:
 - Chief Local Elected Official
 - Mailing Addresses
 - Staff Changes
 - Board Chair & Members
 - WDB meeting dates
 - Policies

Local Area WDB Overview

- Please remember the Salutation and Title when completing questions in Section I.
 - Example: Include how the individual should be addressed such as “The Honorable”, “Chair”, “Judge”, “Dr.”, “Reverend”, or other title/prefix, Ms./Mr./Mx.
- If left blank, the WDB will be asked to update these sections.
- Mark “N/A” where applicable.



Local Area WDB Overview

- Plans require a 30-day Public Comment (WIOA Section 108(d)).
 - The Plan may be in *draft* form during the Public Comment timeframe.
 - Include any comments received in the final Plan.



Local Area WDB Overview

- Boards *must* use the PY2023 WIOA Workforce Development Board Members form and format provided. No changes should be made, except to add additional rows.
- Certification Regarding Debarment forms and Signatory Forms may use DocuSign® or a similar software. The Board may upload these documents in WISE.
 - If original signatures are obtained, please mail the documents to the assigned Division Planner.

Local Area WDB Strategic Planning

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Local Area WDB Strategic Planning

Note: Many questions have multiple parts. You ***must*** answer each part of the question, or it will be returned to the Workforce Development Board for a complete response.



12. Provide a description of how the WDB is employing sector strategies by creating industry-led sector partnerships to facilitate engagement of employers and better coordinate workforce development services, training, and economic development activities. Include a brief example(s) of existing industry sector initiatives / partnerships or describe the strategy to implement them for evidence-based in-demand industry sectors for the region. [WIOA Section 106 (c)(1)(C), Section 107 (d)(4)(D)]

NCWorks Commission

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NCWorks Commission

5. Describe the Local Area WDB's strategy for:

- a. incorporating job quality principles into ongoing workforce development activities, to assist with identifying **and** creating long-term partnerships with employers offering good jobs;
 - b. creating strategic, flexible career pathways to good jobs that respond to local labor market needs
- Describe how the Local Area WDB ensures that individuals from underserved and underrepresented communities have equitable access to the services of the workforce system and the jobs created in the economic growth spurred by federal investments.



Employer Services

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Employer Services

2. Please describe the efforts of the Local Area WDB staff, Employer Services staff and Career Center staff have made to deliver business services on a regional basis in the following areas: ...



- d) Coordinating with DWS TAA and Business Services staff to Provide Rapid Response assistance and appropriate career and Training services to workers for whom a petition has been filed. (20 CFR 618.816)

Performance

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Performance



6. When selecting an eligible training provider from the State Eligible Training Provider List to certify for local use, what is the review process your local area uses to make this decision? How are customers informed that they have options in choosing their provider?

Youth Services

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Youth Services



9. Provide the Local Area WDB's approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design. *If the WDB is choosing to implement the WIOA Title I Youth 75% expenditure requirement waiver for PY 2023, please state N/A for this question and respond appropriately to all questions listed below.*

Did the Local Area WDB implement the WIOA Title I Youth 75% expenditure requirement waiver for PY 2022?

Local Area WDBs choosing to implement the WIOA Title I Youth 75% expenditure requirement waiver for PY 2023 must respond to each item listed below. *If the WDB does not desire to implement the waiver, please state N/A for questions a, b, and c and respond to the questions listed above.*

- a) State how the WDB will achieve the 50% OSY expenditure rate and describe the steps that will be taken to comply with the WDB's programmatic goals and outcomes.
- b) Describe why there is a need to serve additional ISY in the local area region and state how the WDB will achieve the 50% ISY expenditure rate.
- c) Describe how the local area region will be able to meet the demand for youth services by using the waiver.

[WIOA Section 129(a)(4)(A)] (CPS 09-2021) (OG 07-2022)

Youth Services



12. Does the Local Area WDB have special programs for young adults that are Justice-Involved or have a substance use disorder? If yes, please briefly describe them.








PY23 Required Policies and Plan Checklist

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PY23 Required Policies and Plan Checklist

Local Policies *must* be loaded in WISE. Each policy must be loaded individually, and in its entirety, to include any referenced attachments. (Word documents are acceptable).

Actions	Attachment Type	Name	Description	Created By	Created On
Properties 		Local WDB PY23 Plan	Local WDB PY23 Plan	2DOE1	6/3/23 9:17 AM
Properties 		Local Area Conflict of Interest Policy	Local WDB Conflict of Interest	2DOE1	6/3/23 9:16 AM
Properties 		Adult/DW Service Provider	Local WDB Adult/DW Service Provider	2DOE1	6/3/23 9:15 AM
Properties 		Local WDB PY23	Local WDB Bylaws Crosswalk	2DOE1	6/1/23 12:03 PM
Properties 		Local WDB PY23	Local WDB ByLaws	2DOE1	6/1/23 12:02 PM
Properties 		Local WDB PY23	Local WDB Youth Service Provider List	2DOE1	6/1/23 12:01 PM
Properties 		Local WDB PY23	Local WDB Organizational Chart	2DOE1	5/7/23 3:00 PM

PY23 Required Policies and Plan Checklist

- Local Policies must be noted if revised since last year and not already reviewed by DWS staff in Section XI.

Additional Notes:

- If policies have a signature line, please make certain the policy is signed.
- Please do not attach empty placeholders for policies.
- WDBs must use their own personalized policy and not use a DWS Operational Guidance or Commission Policy Statement.
- The Required Policies/Optional Policies on pages 32-33 and the Attachment Checklist for the Plan on pages 35-36 are *not* the same.



Log into WISE

WISE Portal: <https://www.ebs.nc.gov/irj/portal>

- The WISE portal hosts the Plan documents.
- WISE now works in Chrome and other browsers.
- A Board can always attach/upload documents in WISE, but not delete them. A Planner can assist you if deleting a document is required.
- Please remember to change the Status of the Plan so it is released and submitted in WISE. (The Board will still be able to upload/add documents at any time after submission.)
- If you have forgotten your password or have not logged on recently, please contact the EBS Support Team.



**Enterprise
Business
Services**

For assistance, please contact

EBS Support Services Team
EBSSupport@ncdot.gov
Monday - Friday, 7am - 4:30pm

Planners

Elizabeth Kurzer - ekurzer@commerce.nc.gov

Julia McKenzie - jmckenzie@commerce.nc.gov

Shastine Lee - shastine.lee@commerce.nc.gov

Manager

Yvette German - ygerman@commerce.nc.gov



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